

Tutorial: How to review and approve a Risk-level 3 Activity

Audience: Project Lead, Division Safety Coordinator, Division Director or Division Approver

This step-by-step shows how to review and approve a risk-level 3 Activity as part of the Annual risk-level 3 review process.

Overview: There are a number of roles that participate in the line management review and approval process, shown below. Steps 4, 5 and 6 indicates the line management review process.

The process ends when the Division Director (or approver) approves the activity. The activity becomes active at that time.



Getting Started: You will be notified by email when you need to approve an Activity. The email will be from the Activity Manager system and explain that you have a Risk-level 3 Activity to approve. This email will include a link that takes you to the Activity Summary Page.

Step 1: Review the Activity Summary and Description of Work

The Activity Summary page provides general information about the Activity and provides access to the Statement of Work, the Hazards and Controls.

The screenshot shows the Activity Manager interface. The top navigation bar includes links for HOME, HAZARDS & CONTROLS, MY WORKERS, ACTIVITY SEARCH, WPC SETTINGS, RESOURCES, DASHBOARDS, and SUPPORT. The user is identified as FLOYD, JAMES G. The main content area is titled "CREATE ACTIVITY: ACTIVITY SUMMARY" and shows activity details for EH-0102, which is in "REVIEWING" status. A red circle with the number 3 is in the top right corner. A red box highlights the "Review Activity Info" button and the activity details section. The activity details include: Activity Lead: James Basore, Activity Name: Synthesis of Neuro Radiotracers, Activity Locations: 055-0116 | 055-0118, Activity Start Date: March 11, 2015, Activity Renewal Date: March 11, 2016, Activity Division: Environ. Health, & Safety, and Project: Heim Project (TEST). Below this is the "BRIEF DESCRIPTION" section, which is currently set to "Description of Work". A red box highlights the "Review Description of Work" button and the description text: "Description: This work involves the design, synthesis, and testing of new radiotracers that target neuro-receptors with known or suspected involvement in human cognitive disorders, including schizophrenia. These ligands will be radiolabeled with a variety of isotopes, allowing for their use in both PET and SPECT imaging systems..."

Step 2: Review the Hazards

Now that you have reviewed the Description of Work, the next step is to review the hazards.

Activity Lead: James Basore
Activity Name: Synthesis of Neuro Radiotracers
Activity Locations: 055-0116 | 055-0118 |

Activity Start Date: March 11, 2015
Activity Renewal Date: March 11, 2016

Activity Division: Environ, Health, & Safety
Project: Heim Project (TEST)

BRIEF DESCRIPTION

1 Click the Hazards tab

Description of Work Hazards Controls

HAZARDS SELECTED FOR THE ACTIVITY

2 Review the hazards

4 Provides details about each hazard

HAZARD NAME	ACTIVITY SPECIFIC INFORMATION	RISK
Rodents and other non-primate animals as subjects		2
Pyrophoric liquids and solids		3
Hydrofluoric acid		2

3 Where the hazards are located

HAZARD LOCATIONS

HAZARDS AND LOCATIONS	055-0116	055-0118
Rodents/other Animals	✓	✓
Pyrophoric liq/sol	✓	✓

Step 3: Review the Controls

Now that you have reviewed the description of work and understand the hazards associated with the work, select “Controls” to review the methods used to control the hazards.

Assign Workers Choose An Action -

Activity Lead: James Basore
Activity Name: Synthesis of Neuro Radiotracers
Activity Locations: 055-0116 | 055-0118 |

Activity Start Date: March 11, 2015
Activity Renewal Date: March 11, 2016

Activity Division: Environ, Health, & Safety
Project: Heim Project (TEST)

BRIEF DESCRIPTION

1 Click the Controls tab

Description of Work Hazards Controls

REVIEW PRESCRIBED CONTROLS

2 Review the controls

3 Click for more information

CLASS	CONTROL NAME	ACTIVITY SPECIFIC INFORMATION	Related Hazards
ENG	Use a fume hood		
ENG	Use an inert atmosphere glovebox		
ENG	Use a snorkel for benchtop work or when removing materials from glovebox		

Step 4: Approve the Activity

The last step is to approve the Activity by Clicking “Choose an Action, and “Approve Activity.”

Activity Manager

HOME | HAZARDS & CONTROLS | MY WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT

FLOYD, JAMES G

CREATE ACTIVITY: ACTIVITY SUMMARY

EH-0102
ACTIVITY STATUS: REVIEWING

Activity Lead: James Basore
Activity Name: Synthesis of Neuro Radiotracers
Activity Locations: 055-0116 | 055-0118

Activity Start Date: March 11, 2015
Activity Renewal Date: March 11, 2016

Activity Division: Environ, Health, & Safe
Project: Heim Project (TEST)

1 Click "Choose an Action" and then "Approve Activity"

2 Select "Reject Activity" if you think it needs further work.

Approve Activity
Reject Activity
Printable Version

Description of Work | Hazards | Controls

After you approve the Activity, the Activity is Active (ready to go). Supervisors can then approve their staff's participation on the Activity, and workers can then accept the conditions of their Activity Authorization.

If you have additional Activities that require your approval, click the “Home” button to return to the home page, and then locate the action-required notification for the other activity(s) that need your approval, as shown below.

Activity Manager

HOME | HAZARDS & CONTROLS | MY WORKERS | ACTIVITY SEARCH | WPC SETTINGS | RESOURCES | DASHBOARDS | SUPPORT

1 Click the "Home" button

2 Locate "Your Authorization is Required for activity(number here)"

0 UNREAD | 5 ACTION REQ

DATE	CATEGORY	DESCRIPTION
Mar 11, 2015	Activity Authorization	Your authorization is required for activity EH-0102 Read full description

Review activity Synthesis of Neuro Radiotracers and select approve activity from the Choose an Action button.

[Go to full detail](#)

MY ACTIVITIES

- EH-0066 ACTIVE Gener Salaza
- EH-0067 ACTIVE Site V Salaza